

ATTACHMENT A
Check List of Professional Services
DOE Project No. PS D12-003
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Please note: An electronically fill-able version of this form is available by going back on your browser and clicking the "More Info" link for this notice, then click on "View Specifications Document".

- Applicants will be automatically added to the Professional Services Qualified List for all projects checked provided that the Review Committee determines the Applicant is qualified to perform the type of work indicated.
- Confirmation of the Professional Service the Applicant has been qualified for shall be mailed within four (4) weeks after the deadline of submittals.
- The DOE does not guarantee that selections from the Qualified List will be made for all DOE projects.
- The DOE reserves the right to combine similar type projects in each category and to select professionals to provide services for more than one project.

Directions: Please provide the following information.

Name of Professional/Firm (include dba if applicable):			
Business Address (may not be PO Box):			
Mailing Address (only if different):			
Local (Hawaii) Office (only if different)			
Telephone Number:		Facsimile Number:	
Federal Employer ID# or SSN (if sole proprietor):		State of HI GET#:	
Name of primary contact person:			
Title:			
email address:			
Name, title and email of alternate contact person:			
Type of business (corporation, sole proprietorship, not for profit, etc.):		Average # of employees over the past 5 years:	
Age of firm:		Today's Date:	
<p>Assemble your submittal and submit one (1) original, one (1) copy, and one (1) CD as follows:</p> <ol style="list-style-type: none"> 1. <u>Transmittal Letter</u> (a cover letter preferably on the firm's letterhead), dated and signed by an authorized representative of the firm. 2. <u>*Attachment A – Check List of Professional Services</u> providing Applicants information and indicating the specific Professional Service for which the Applicant wishes to be considered. 3. <u>*Attachment B – Client Project Information</u> providing the names of up to five (5) clients who may be contacted for whom services were rendered. 4. **Education, training and qualifications of the firm's key employees 5. **The categories of Programmer/Developer and Analyst that would be available for DOE to consider <ul style="list-style-type: none"> • For each category, the typical education, training, and the amount and types of experience associated with it. • For each category, the hourly and monthly billing rate. 6. **Any promotional or descriptive literature (optional) <ul style="list-style-type: none"> * Fillable forms (Attachments A & B) may be obtained by going back on your browser to the list of notices and clicking on the "More Info" link. **Items 2, 3, 4, and 5 shall be submitted on a CD. The document files on the CD shall be in a common/accessible format like but not limited to Microsoft Offices, Adobe Acrobat, or ASCII text. All digitized documents shall be electronically searchable. 			

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Indicate the specific Professional Service for which the company wishes to be considered:

- ☐ 1. **Policy and Planning.**
Attach a list of policy and planning services your company can provide (e.g., data standards, infrastructure planning and management, project auditing, etc.).
- ☐ 2. **Security.**
Attach a list of security protocols (e.g., Kerberos, PPTP, IPsec, etc.), encryption standards (e.g., DES3, PGP, WPA2, etc.), and security services your company has experience with such as (e.g., intrusion prevention, secure messaging, wireless security, firewall, system security management, network access control, secure content management, etc.).
- ☐ 3. **Systems Analyst.**
Attach a list of application areas your company has experience with such as Student Information, Human Resource, Financials, eLearning systems (authoring, and delivery of training materials as well as managing and monitoring their delivery), Document Imaging services (configuration, scanning services for document preparation, capture, indexing, and loading in image repository), etc.
- ☐ 4. **Applications Software.**
Attach a list of application development environments, and associated technologies your company has expertise in (e.g. .NET Framework, Java J2EE, PHP Open Source, Oracle Developer, Domino/Notes, XML, web services, etc.). Also, attach a list of packaged software applications your company has experience with (e.g. Kronos Time and Attendance, eSIS Student Information System, Microsoft Enterprise Project Management, FileNet Content Services, etc.).
- ☐ 5. **Operating Systems.**
Attach a list of server implementation and support services your company has experience with (e.g., server configuration, testing, server consolidation, hardware/ software platform migration, server operational support, etc.). Also list the hardware and operating systems your company has expertise in (e.g., Solaris, Linux, Windows Server, other UNIX, etc.).
- ☐ 6. **Networking Services.**
Attach a list of the IT network services your company has experience with (e.g. design/engineering of physical network infrastructure, networking system implementation, network monitoring and trouble shooting, network forensics, etc.). List the tools your company has available.
- ☐ 7. **Data Management.**
Attach a list of database platforms your company has expertise in (e.g., Oracle, SQL Server, MySQL, PostgreSQL, etc.). Also specify the types of database related services your company has expertise in (e.g., Data architecture, database design, database administration, data warehouse, business Intelligence/decision support, etc.).
- ☐ 8. **Internet Services.**
- ☐ 9. **Systems Administration.**
Attach a list of both server and client hardware platforms your company can configure and support.
- ☐ 10. **Customer Support.**
Attach a list of "user-support" services your company provides for training and/or supporting users with custom or packaged applications and/or desktop platform technical support (e.g., on-line training material, content development, Help Desk, etc.) Also attach a list of "development-support" services your company provides to assist application development in the following areas, application programming, application server migration, server OS migration and product selection assistance.

ATTACHMENT B
Client Project Information
DOE Project No. PS D12-003

Directions:

- Please provide information regarding recent projects your firm has completed.
- Complete one form per project/client, up to a maximum of five (5) clients who may be contacted.
- Any supplemental information related to each project of interest, although not required, should be attached to this respective Attachment B, Client Project Information sheet.

Name of Your Firm:	
<i>Name of Client:</i>	
<i>Name of Client Contact Person:</i>	
<i>Client's Phone Number:</i>	
<i>Date or period of project/service:</i>	
<i>Description of project/services rendered:</i>	
<i>Other Information or comments:</i>	
<input type="checkbox"/> <i>check here if supplemental information related to this project is attached.</i>	